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**WASHINGTON COUNTY
ADMINISTRATIVE SERVICES COMMITTEE**

Courthouse - Government
West Bend, WI

December 7, 2010
9:00 a.m.

Present: James Core, Raymond Heidtke, Roy Justman, Michael Miller, and Peter Sorce.

Also Present: Administrative Coordinator Doug Johnson, Chairperson Herbert Tennes, Employee Benefits Manager Michelle Hoey, Facilities Manager Dave Loomans, Health Director Linda Walter, Purchasing Agent Bill Kurer, Supervisor Dennis Myers, and County Clerk Administrative Assistant Linda Doro.

Chairperson Justman called the meeting to order at 9:00 a.m. and read the Affidavit of Posting.

CLOSED SESSION

Appearance: Attorney Nancy Pirkey

Moved by Mr. Sorce, seconded by Mr. Miller to convene into closed session at 9:03 a.m. pursuant to Wis. Stats. §19.85(1)(e), deliberating or negotiating other specified public business whenever competitive or bargaining reasons require a closed session, specifically, "to discuss Social Worker's contract, to discuss side letter of agreements on Health Insurance, and to formulate bargaining strategies for future collective bargaining agreements." Motion carried unanimously by roll call vote.

OPEN SESSION

Moved by Mr. Sorce, seconded by Mr. Heidtke to return to open session at 9:35 a.m. Motion carried unanimously by roll call vote.

POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

Moved by Mr. Core, seconded by Mr. Sorce to allow Attorney Pirkey to proceed with the Social Worker and Park negotiations as directed in closed session. Motion carried.

Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the Side Letters of Agreement for the contracts as presented in closed session. Motion carried.

Moved by Mr. Miller, seconded by Mr. Core to proceed with future bargaining strategies as directed in closed session. Motion carried.

MINUTES

Moved by Mr. Sorce, seconded by Mr. Heidtke to approve the November 11, 2010, minutes as presented. Motion carried.

REPORT ON HEALTH INSURANCE ENROLLMENT

Appearance: Employee Benefits Manager Michelle Hoey

Mr. German reported during open enrollment for health insurance, 175 employees enrolled in the Health Reimbursement Account plan and 80 employees enrolled in the Health Savings Account plan. This is approximately 50% of the Washington County employees enrolled with Washington County for health insurance.

DISCUSS AND APPROVE PURCHASE OF A SCANNER FOR HUMAN RESOURCES

Moved by Mr. Sorce, seconded by Mr. Miller to approve the purchase of a scanner at a cost of \$1,000 for the Human Resources Department. Motion carried.

HUMAN RESOURCES DIRECTOR'S UPDATECommendation Resolutions

None.

Employee Relations Activities

Mr. German reported a mediation hearing regarding the Samaritan Union contract has been set for December 20, 2010, and the mediator for the Corrections Union contract has been selected.

NEXT TENTATIVE MEETING DATE

The Administrative Services Committee will tentatively meet on Thursday, January 27, 2011, at 9:00 a.m.

DISCUSS POSSIBLE MICROPHONE SYSTEM FOR MEETING ROOM 2024

Mr. Johnson presented possible options and the associated costs to install a microphone system in meeting room 2024. Mr. Johnson reported he will continue to explore this issue further and bring back a recommendation to the Committee.

PROPOSED AMENDMENT TO 2011 PLANNED SERVICE AGREEMENT FOR SERVICE TO ZIEGLER CENTER EQUIPMENT

Mr. Johnson reported the Planned Service Agreement for preventive maintenance of major equipment by JCI covers the period 2009-2011. The annual cost of services is specific to each year and to the equipment to be serviced and itemized in the agreement. At the time the contract was awarded in 2008, the County owned the Fair Park Pavilion, but not the Ziegler Center. Twenty pieces of equipment at Fair Park and the associated planned maintenance are included in the agreement. During 2010, Johnson Controls assumed responsibility to service the Ziegler Center at no extra charge. For 2011, JCI is requesting a contract amendment to add eleven additional pieces of major equipment at the Ziegler Center at a cost of \$3,813. Moved by Mr. Heidtke, seconded by Mr. Miller to approve the amendment to the 2011 Planned Service Agreement with JCI for service to the Ziegler Center equipment at a cost not to exceed \$3,813. Motion carried.

REVIEW AND ACTION TO AWARD CONTRACT FOR LIGHTING PROJECT MANAGER

Appearance: Purchasing Agent Bill Kurer

Mr. Kurer reported Washington County received two bids for the Lighting Project Manager contract and the Evaluation Committee is recommending Building Energy Solutions be awarded the contract at a cost of \$25,526. Moved by Mr. Heidtke, seconded by Mr. Sorce to award the Lighting Project Manager contract to Building Energy Solutions at a cost of \$25,526. Motion carried.

REVIEW AND ACTION TO AWARD CONTRACT FOR HEALTH DEPARTMENT REMODELING

Appearance: Purchasing Agent Bill Kurer

Mr. Kurer presented the bid tabulation for the Health Department WIC Remodeling project. WB Corp was the low bidder at cost of \$49,600. Moved by Mr. Miller, seconded by Mr. Heidtke to award the Health Department WIC Remodeling project contract to WB Corp at a cost of \$49,600. Motion carried.

ADJOURNMENT

Moved by Mr. Heidtke, seconded by Mr. Sorce to adjourn the meeting at 10:19 a.m. Motion carried.